

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply To:

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February 23, 2007

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Instruction Memorandum No. MT-2007-033

Expires: 9/30/08

To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Approved Asset Management Business Rules

Program Areas: Facilities Management, Engineering, Real Property, Recreation, Fire.

Purpose: The purpose of this IM is to formalize several Asset Management Business Rules that the Engineering Advisory Team (EAT) has approved over the past several years.

Policy/Action: The Engineering Advisory Team has voted on and approved several Business Rules over the past several years that need to be shared with the field offices. The Business Rules have been forwarded to the Washington Office for formal policy action, but this has not occurred to date.

The following Business Rules have been approved by the EAT:

Business Rule #7 - Lane Mile Unit of Measure for Roads: A lane mile is defined as a mile of road that is less than or equal to 15 feet in width. Road width shall be measured from edge to edge of the travel way and shall not include shoulders or ditches.

Business Rule #8 - Recreation and Administrative Buildings: All buildings (especially Visitor Centers) predominantly used for recreation activities shall be listed under the location hierarchy of a recreation site in the Facility Asset Management System (FAMS). Similarly, all buildings with a predominant use other than recreation shall be considered an administrative asset and listed under the location of an administrative site in FAMS. All Fire facilities will be considered an administrative asset. The following definitions were used in the development of this rule:

Administrative Site - Any building or group of buildings or land used or set aside for administrative purposes, includes office and storage buildings, Government furnished employee housing, fire control stations, seed orchards, maintenance facilities, undeveloped land reserved for future administrative purposes, etc.

Recreation Site - A site developed primarily to accommodate specific intensive use activities or groupings of activities such as camping, picnicking, boating, swimming, winter sports, etc. These sites include permanent facilities such as roads, trails, toilets, and other facilities needed to accommodate recreation use over the long term and require continuing management commitment and regular maintenance.

Timeframe: This IM is effective upon receipt.

Budget Impact: None

Background: Business Rule #7 - Lane Mile Unit of Measure for Roads was written to formalize the definition of a lane mile of road. The Department of Interior is requiring all Interior Bureaus to be consistent in reporting units of measure for roads by the lane mile.

Business Rule #8 - Recreation and Administrative Buildings was developed to provide offices with guidance on how buildings would be categorized between recreation and administrative sites based upon predominant use.

Manual/Handbook Sections Affected: None

Coordination: This document was coordinated with the Montana State Office Recreation Staff, the Zone Administrative Officers and Zone FAMS Data Stewards.

Contact: If you have any questions, please contact Greg Bergum, Supervisory Civil Engineer, at (406) 896-5217.

Signed by: Joyce A. Norris, Acting

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